



## Fishing Lake Metis Settlement Contractors Policy#002/2016

### Purpose:

The purpose of this policy is to create a process for the hiring of local and outside contractors for the Fishing Lake Metis Settlement.

### Public Postings:

All bids for contract services over \$2000.00 will be posted on the Fishing Lake web site/social media pages and public posting areas in the Settlement office/post office and LED Sign, preference will be given to residing members. Bids must be posted for a minimum of 10 business days.

All bids must indicate:

- 1) Project name;
- 2) Who the bids are to be submitted to, employee/department;
- 3) Deadline date/time and date of when the bid was posted;
- 4) Scope of work for project;
- 5) Deadline of project if applicable;

### Receipt of Bids:

All bids are to be submitted to the assigned employee/department and are to be stamped with the date received.

### Criteria:

In determining which members to support in pursuing business opportunities arising in relation to the Third Party Contracts, the Fishing Lake Metis Settlement will consider the following factors:

1. Businesses shall be required to provide monthly proof of compliance with all Occupational Health and Safety regulations, and providing satisfactory proof of worker's compensation coverage (WCB).
2. Businesses shall be required to provide monthly proof of automotive insurance, and the minimum amount of \$3 million liability insurance.
3. Businesses may be required to complete a pre-qualification process prior to bidding on a project.
4. Businesses shall be expected to obtain and complete the Contractor Safety Package where applicable:
  - I. Hot Work Permit
  - II. Fire Watch Form
  - III. Confined Space Entry Permit

- IV. Restricted Space Entry Permit
- V. Contractor Acknowledge Form

5. Businesses shall be required to provide proof of trained and competent workers, annually safety certified equipment (i.e Grader) as well as maintenance schedules to perform the work required.
6. Preference will be given to businesses owned and operated by resident members. In this regard, businesses with a higher percentage of resident member ownership will be given preference over businesses with non-resident members or non-members. Documentation in the form of corporate records confirming ownership of the business shall be required.
7. Preference will be given to businesses that employ resident members. In this regard, businesses that employ a higher percentage of members will be given preference over businesses that employ non-members. Documentation identifying the employees of the business will be required.
8. Preference will be given to businesses with a proven record for performing reliable and dependable work, fair treatment of workers and provision of adequate safety measures. It is recommended that any documentation (eg. Letters of reference, confirmation of membership in business organizations, safety manuals) that would prove that this item has been submitted.
9. Bids must have a complete financial breakdown of all project costs.
10. For smaller work bids, please reference the Business License Bylaw 004/2016, ALL applicants must have a business license and provide proof of compliance. (ie. Food handling certificate)

**Selecting/opening of bids:**

The bid that best meets the needs of the Settlement project in terms of ability to complete to satisfaction and lowest price shall normally be accepted, unless the Settlement Administrator deems it in the best interest of the Settlement to choose otherwise.

All bids will be opened 24 hours upon closing of the deadline date specified in the posting. Only the successful applicant will be notified via phone call and formal letter.

Process of bids and applicants must be submitted to Council after decisions have been made for Council clarity on projects.

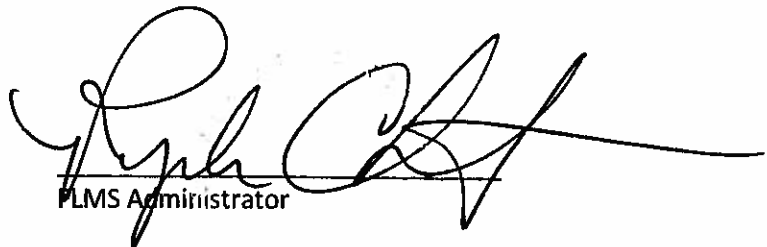
**Contracts:**

Once the successful applicant has been chosen the employee/department will be responsible for creating the contract and obtaining signatures from the Settlement Administrator and contractor.

**Date of Adoption:** \_\_\_\_\_

Date: \_\_\_\_\_

*November 15, 2016*



PLMS Administrator

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